

Job description

Job Title:	Collections Interpretation Manager
Department:	Collections
Line Manager:	Head of Collections
Salary:	£23,015 per annum pro rata (£38,359 FTE) plus £663 per annum weekend allowance

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

The Collections Department manages the use and care of the cathedral collections and information about the cathedral's history and collections (Library, archives and objects). Located within the Visitor Engagement Directorate we seek to engage and inspire the public, maximizing the potential of the collections to explore the life and work of St Paul's and the local, national and international reach of its history.

The principal aims and purpose of the Collections Department are:

- To fulfil the Cathedral statutory obligations in relation to inventory keeping, conservation practice and collections management.
- To advise on and enable appropriate use of the collections
- To use the cathedral's history and collections to engage and inspire

The Collections Interpretation Manager is responsible for unlocking the potential of the cathedral's history and collections, overseeing the development of collections-based interpretation as well as working with colleagues from across the cathedral to ensure programming for a range of audiences. They will contribute to various projects and layers

of interpretation within the building, including its digital platforms; producing displays, interpretive installations, activities and events.

Main Duties

- Work with the Head of Collections and interpretation consultants to develop and deliver the cathedral's interpretation plan
- As a core member of the Events and Programming Board, ensure that collections programming and activity is planned and promoted
- Develop and deliver engagement activity to enhance the visitor experience, provide content for the Cathedral Friends programme and reach new audiences.
- Ensure that audience focus, accessibility and diversity are at the heart of history and collections-based interpretation and engagement activity
- Evaluate activity to deepen understanding of visitor needs and improve the cathedral offer
- Ensure all interpretation, including signage, in accordance with best practice and in line with the Cathedral's guidelines and core mission
- Research, write and edit text and other forms of interpretation, source images and copyright for graphics and other interpretative material
- Work with the Digital Production Manager to develop online Collections content
- Have oversight of interactives and AV equipment in displays
- Support training of team members from across the Cathedral to develop the scope and use of the handling collection
- Contribute to the relevant aspects of the Collections Access Policy and Procedures and ensure that they are followed, maintained and updated
- Be responsible for H&S of all activities, including keeping relevant risk assessments up to date
- Manage relevant budgets and schedules

Person Specification

- Experience leading Historic Collections/History based interpretation/engagement activity in a heritage environment
- Creativity and ability to develop content that is engaging, innovative and inclusive
- Training and experience of best practice in providing programming and interpretation for a variety of audiences
- Strong team working abilities and experience of working with multidisciplinary teams
- Knowledge of British History ideally including architectural, social, political or ecclesiastical history
- Ability to write interesting, clear text to industry standards

- Strong organisational, communication and project management skills

Other requirements:

Willingness to work flexibly with occasional weekend and out of hours work.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.